MARYLAND JUDICIARY

GEARS General Enterprise And Resource Support

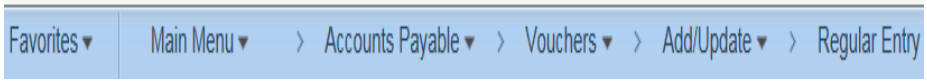
Quick Reference Tip Sheet

Last Revised Date: 03/21/2018

General Information

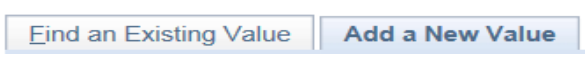
Task	Process Information
Creating a PO (Purchase Order) Voucher	A voucher that is entered from an **Express Purchase Order or Purchase Order** without having a receipt.

GEARS Navigation

Accounts Payable > Vouchers > Add/Update > Regular Entry	

1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	**Select the "Add a New Value" Tab**	
2.	**Click the** **button.**	

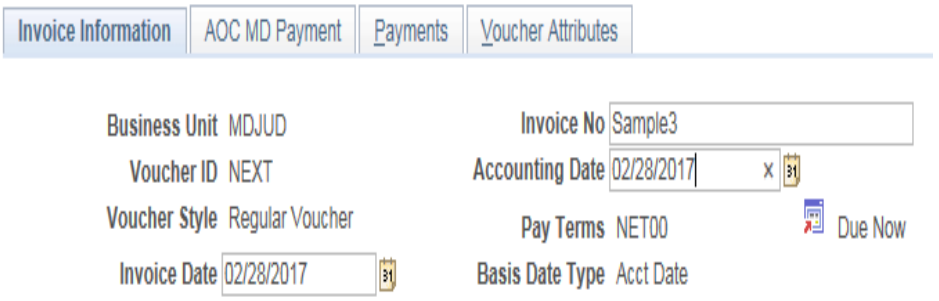
3.

On the Invoice Information **tab - enter the following information:**

Follow these Department of Budget and Finance standards:

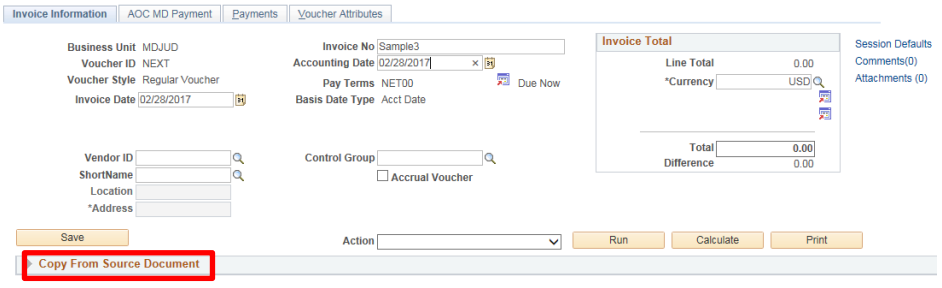
Please enter the invoice numbers exactly as provided on the invoice. However, if your invoice does not provide a specific number, please follow the below standardizations to create an invoice number.

- **Invoice Number** – Date of the invoice, YYYYMMDD, followed by the initials of the company name in capital letters.
  Example: An invoice is received and dated March 15, 2015 from the Office Supply Network without a specific invoice number provided. The user should enter the invoice number as 20150315OSN.
  Note: Where hyphenated or multiple last names are used, the last "last name" is to be utilized in the invoice number for all invoices.
  Example: John Andrews-Sanders, invoice number would utilize the initials JS. Andy Jon De Smith, invoice number would utilize the initials AS.
- **Invoice Date** – Enter this just as it appears on the vendor invoice.
- **Accounting Date** – Using the format of mmddyyyy enter the current date (today).



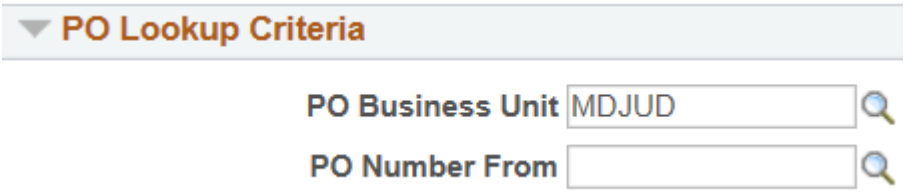
4.

On the Invoice Information **tab – Click on the next to Copy From Source Document to open the PO Copy area.**



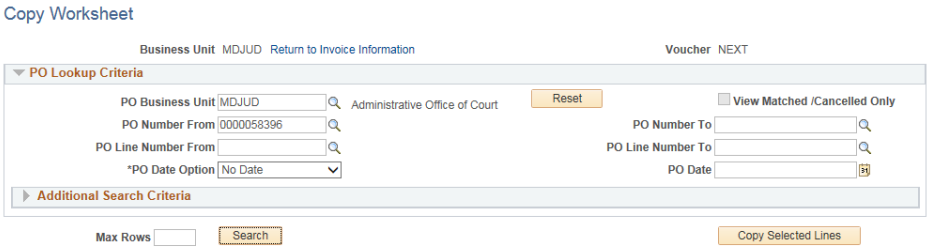
5. **On the Copy Worksheet screen – select the Purchase Order.**

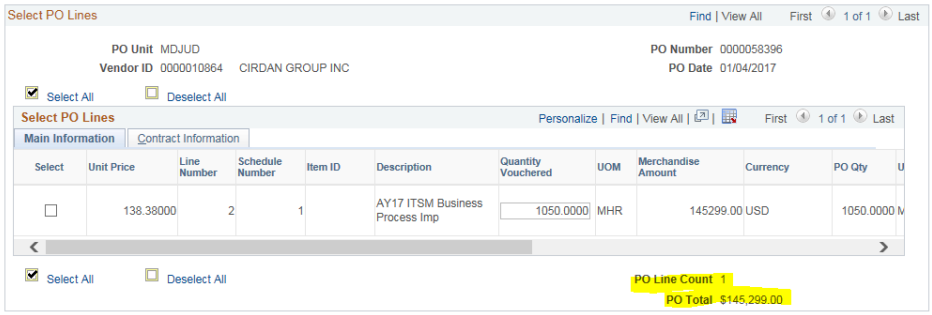
- Select "Purchase Order Only" from the drop down and select the "Go" hyperlink.



You can search for the purchase order business unit and number by selecting the magnifying glass.

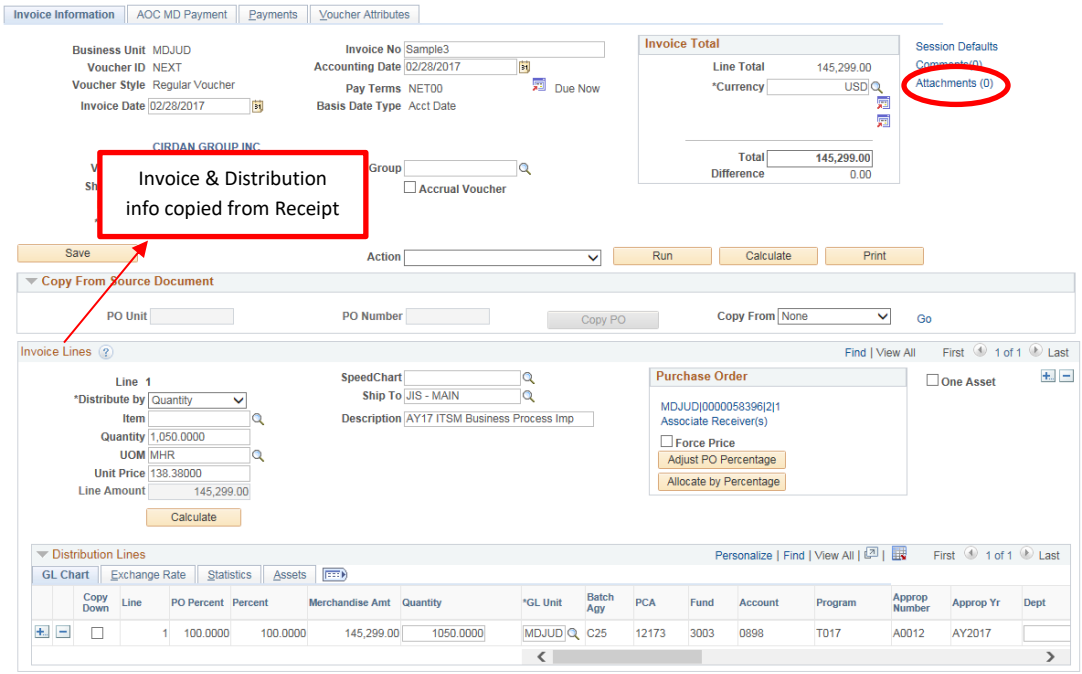
- Click the Search button.
- Under the **Select PO Lines** section, enter a check mark only in the check box next to the PO line which is being vouchered against.





6. **Click the Copy Selected Lines button.**

7.	**On the** Invoice Information **tab – enter the following information.**	• **Note**: the Vendor, Invoice and Distribution line information have carried over from the PO. **DO NOT change the chartfields on the line (Account, Batch Agency, Fund, Program, Approp Number, Approp Yr, PCA). If the chartfields are incorrect, then the PO needs to be modified by DPCGA before it can be used.** • **Note**: If the Vendor ID to be used for payment is different than the Vendor ID carried over from the PO, use the "Remit to" field on the Payments tab to provide the other Vendor ID. • **Attachments** – Be sure to attach a copy of your invoice. **Note:** Your voucher will not save without an attachment.



8.

For Amount Only POs:

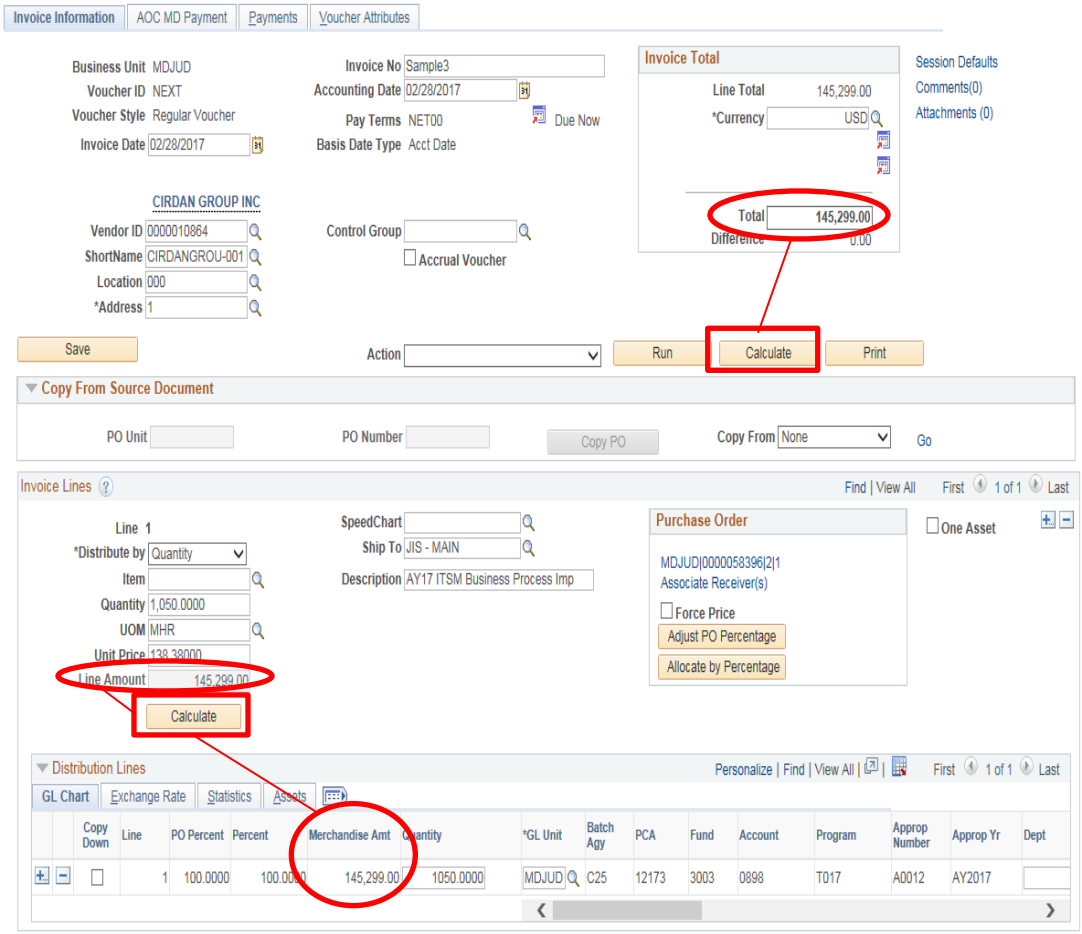
On the

Invoice Information

tab – adjust the total and amounts, if needed.

For Amount Only POs:

1. If needed, adjust the Total (header) and Amounts (line), to match your invoice.
2. Click on the "Calculate" buttons on the header and line to confirm that the header and lines all agree.



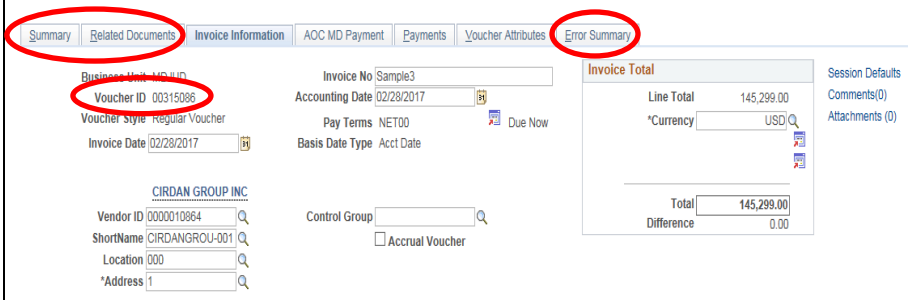
9.

Save the voucher by clicking the Save **button.**

10.

Confirm your voucher is saved.

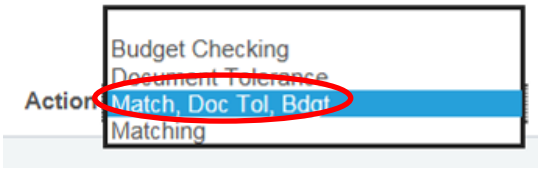
1. You have (3) new tabs. (Summary, Related Documents and Error Summary).
2. You have an (8) digit Voucher ID.
3. You have "Actions" in your drop down box.



11.

Select the "Match, DocTol, Bdgt" action, and then click

Run



NOTE: If you have already run the **"Match, Doc Tol, Bdgt"** Action on a voucher and it results in an exception, please resolve the exception and then re-run only the action needed to clear the exception. This will reduce unnecessary processes and help improve system throughput.

For example, if the **"Match, Doc Tol, Bdgt"** action is run, and Budget Exceptions exist (though Matching is valid), resolve the budget issue and then re-run only the **"Budget Checking"** action.

12.

Click Submit Approval **to submit voucher for approval.**

End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.